

Harris County Emergency Services District No. 16

Suite 250, 8681 Louetta Road, Klein, Texas 77379-6682

MINUTES OF THE APRIL 13, 2020 REGULAR MEETING

Due to the risks caused by assembling people during the COVID-19 pandemic, meeting participants had the option of joining the meeting either in person or via telephone.

Except for the Closed Session and motion to adjourn, the meeting was tape-recorded. The tape was terminated when the Commissioners went into Closed Session. Afterwards, it was not possible to resume recording.

Participants stated their name each time they spoke.

1 At 7:03 PM on April 13, 2020, Harris County Emergency Services District No. 16 (ESD or District) President William Jones called the regular meeting to order at the Klein Volunteer Fire Department (KVFD) Headquarters. Present in person were ESD Commissioners Mike Pate, Steven Falkner, and Marcus Melvin along with ESD Executive Administrator Leo Mulvehill. Participating via telephone were:

- ESD Commissioner Lance Wilson;
- KVFD Fire Chief Michael Gosselin;
- Ira Coveler of Coveler & Peeler P.C.; and
- Daniel Rather, a Commissioner candidate.

Brad Dill of BD Realty joined the meeting via telephone at 7:05 PM.

2 No one from the public commented.

3 Before the meeting, Brad Dill circulated a memorandum that provided details about the projects on which he is working. During the meeting, he discussed same. Specially:

- Growth Services completed their initial cleanup and mowing of the real estate at 6721 Spring Cypress Road, Klein, Texas and is working on a proposal for additional hand cleaning work at the site;
- the property on Spring Cypress Road should be mowed periodically and the green house which is on the property should be removed;

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- 3 (Cont.)
- he requested guidance as to whether he should pursue a letter from Municipal Utility District No. 24 about utility availability at the Headquarters and Station No. 1 Complex or secure an On-Site Sewage Facilities (OSSF) report.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to task Brad Dill with securing an OSSF report for the Headquarters and Station No. 1 Complex that does not exceed \$5,000.

- 4
- In response to the COVID-19 pandemic:
- KVFD issued an Incident Action Plan;
 - Organizology, LLC issued a memo detailing assistance resources;
 - ESD employees are working from home;
 - KVFD's April General Business and May Board of Directors meetings were canceled;
 - KVFD's special election to pick District Chief 32 has been delayed; and
 - the Recruit Academy has been put on hiatus.
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- A motion made by Steven Falkner and seconded by Mike Pate passed unanimously to approve as presented the minutes for the March 9, 2020 regular meeting and March 23 special meeting.
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- Mike Pate said:
- the payment for the light truck was made this year;
 - we have not been invoiced by Boxx for the trailers since 2018 and we are accruing money for said expense; and
 - he expects sales tax money to decline by 15% due to the COVID-19 pandemic.

Steven Falkner reminded everyone that the HdL Companies contract renewal date is July 1, 2020. If we do nothing, the contract will automatically roll over for a year.

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- A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to approve as presented the financial report and the bills to be paid for the period ending April 13, 2020. No certificates of deposit needed to be rolled over.

Following a discussion as to whether to move funds into the construction account or pay from the regular account, the consensus opinion was not to move money into the construction account.

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8 Reviewing, discussing, and acting on payment of capital funding pursuant to the current budget forecast was tabled until the May 2020 meeting.

9 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to pay LDF Construction \$385,458.02 for Application No. 23, which BRW Architects certified for work at the Station No. 3 Complex.

10 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to grant in 2020 the herebelow property tax exemptions.

1. Ten per cent per year on homes with a homestead exemption
2. \$80,000 per year on homes in which persons who are 65 years old or older reside
3. \$50,000 per year on homes housing those who qualify as a disabled person

The 2020 exemptions are the same as those granted in 2019.

11 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to enter into an agreement with Dr. Ron Welch of Municipal Information Services (MIS) to prepare an economic report for \$2,6000.

12 Before the meeting, KVFD personnel presented the Commissioners with documents that contained summaries of tactical, maintenance, human resources, and public relations activities during March 2020. Key activities detailed in said material included KVFD:

- responded to 270 incidents;
- had one General Member move to Active Member, one member transition from volunteer to paid staff, and six new volunteers join;
- participated in only four public relations events due to the social distance requirements dictated by the COVID-19 pandemic;
- will limit future public relations events to drive byes for children's birthdays; and
- suspended publication of their quarterly video on social media.

Chief Gosselin said LifeScan Wellness was expected to resume testing in August 2020 and they may cancel the annual banquet.

13 Reviewing, discussing, and acting on the Grace accountability system was tabled until the May 2020 meeting.

14 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to spend \$10,613.00 on new SCBA air masks from MES.

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15 Reviewing, discussing, and acting on the sale or disposal of surplus and/or salvage property pursuant to Texas Health and Safety Code §775.251 was tabled until the May 2020 meeting.

16 Before the meeting, ESD personnel posted financial statements and a human resources report on the shared drive. During the meeting, Leo Mulvehill said:

- audits of both the ESD and KVFD were ongoing;
- they are tracking charges associated with COVID-19;
- they are standardizing monthly reports;
- the Compass general account still held \$9,000 to cover outstanding checks issued by Myrtle Cruz; and
- Lance Wilson needs to sign a signature card for Frost Bank.

A motion made by Lance Wilson and seconded by Mike Pate passed unanimously to increase credit card limits for purchases of general supplies from \$5,000 to \$10,000 during disasters and revert to \$5,000 thereafter.

A motion made by Mike Pate and seconded by Marcus Melvin passed to allow up to ten hours a week of clerical support from Organizology, LLC at \$31.25 per hour. Voting for the motion were Steven Falkner, William Jones, and Marcus Melvin. Mike Pate abstained from voting and Lance Wilson voted against the motion.

17 A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously to adopt the filing protocols detailed in his April 7, 2020 memorandum as amended.

18 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to purchase and install ice machine Model # KDT-0300A from Cool Tech Ice at a cost of \$3,365.00. Said machine will be installed at Station No. 8.

A motion made by Steven Falkner and seconded by Marcus Melvin passed unanimously for BH Construction to remove 80 feet of fence at Station No. 2, remove the debris, and replace the posts and fencing for \$1,600.00.

A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously for BH Construction to remove mold growing at Station No. 7 by spraying mold killer and washing the north wall for \$450.00.

A motion made by Mike Pate and seconded by Lance Wilson passed unanimously to repair the curb at Station No. 2 for \$1,450.00.

19 Mike Pate said construction of Station No. 3 Complex was progressing. A draft punch list will be created in a couple days and the official walk through will be conducted later this month.

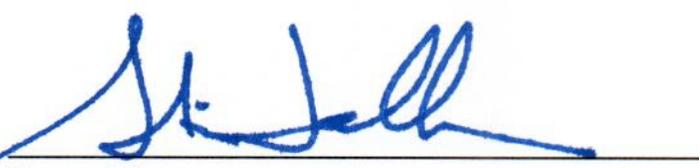
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- 20 Mike Pate said BRW has resumed designing the remodel of Station No. 6 and he hopes they will be able to go out for bids in May 2020.
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- 21 The earliest the ESD will be presented with data about the Headquarters and Station No. 1 Complex will be June or July 2020.
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- 22 No action was taken on committee reports.
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- 23 The next regular meeting was set and confirmed for May 11, 2020 at KVFD's Headquarters.
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- 24 Items needing to be on the May 2020 meeting's agenda include:
- matters tabled at the April 2020 meeting;
 - ESD and KVFD audit reports;
 - the MIS report; and
 - the Facility Coordinator.
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- 25 A motion made by Mike Pate and seconded by Marcus Melvin passed unanimously to participate in a Closed Session pursuant to Chapter 551 of the Texas Government Code. The Commissioners meet from 9:09 PM to 10:21 PM.
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- 26 At 10:22 PM, a motion to adjourn made by Marcus Melvin and seconded by Mike Pate passed unanimously.

Respectfully submitted:

HARRIS COUNTY EMERGENCY SERVICES DISTRICT No. 16




Steven Falkner
Commissioner